

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: FACILITIES MAINTENANCE SPECIALIST  
CLASS CODE: 7002

FLSA STATUS: NON-EXEMPT

EFFECTIVE DATE: AMENDED 4/21/08 (Revised 04/05/2006 version)  
DEPARTMENT: PUBLIC WORKS

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## **JOB SUMMARY**

Under the general direction of the Maintenance Supervisor, repairs and maintains various physical facilities including the Utah County Jail. Responsible for the mechanical maintenance of parks in the summer months.

## **CLASS CHARACTERISTICS**

This is the entry classification level assigned to perform comprehensive facilities maintenance and repair activities.

## **ESSENTIAL FUNCTIONS**

Performs general building maintenance activities including, but not limited to, replacing lights; plumbing, cooling, and heating repairs and maintenance; replacing air filters; completing general and emergency work order requests; servicing and inspecting fire extinguishers; and maintaining chemicals in boilers, chillers, air handling equipment, evaporative air-conditioners, pumps and motors.

Installs building equipment.

Maintains park plumbing, equipment, and fixtures during summer months.

Repairs and maintains cellblock doors, cellblock motors, and related security controls at the jail.

Supports office and furniture moves.

Purchases necessary parts and materials to complete work requests.

Responds to emergency situations on an on-call basis when assigned.

Coordinates assignments with other maintenance personnel.

## **ADDITIONAL RESPONSIBILITIES MAY INCLUDE**

Assists with construction and remodeling projects when assigned.

Installs, maintains, and repairs furniture as assigned.

Operates heavy equipment.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to understand and follow written and oral instructions and ask job-related questions; Skill in basic reading and writing; Knowledge of boilers, chillers, swamp coolers, cooling towers, and building support systems; Ability to operate various hand and power tools; Skill in interpersonal communications to coordinate jobs and report completed work; and Ability to perform plumbing, cooling, heating, and general maintenance and repairs.

## **PHYSICAL DEMANDS**

Regularly walk, stand, and stoop; Frequently lift, carry, push, pull or otherwise move objects weighing up to 80 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Regularly drive a motor vehicle; Communicate via radios; and Work overhead and at heights.

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Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in environmentally controlled and partially environmentally controlled buildings and work is regularly performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work is regularly performed in noisy places; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to hazardous chemicals; Work requires use of protective devices such as masks, goggles, gloves, etc.; and Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions.

### **EDUCATION AND EXPERIENCE**

Equivalent to a high school diploma, two (2) years of formal trades training, and three (3) years work experience in building maintenance and repair.

Selected applicants may be subject to a background check.

### **LICENSING AND CERTIFICATION**

Incumbent must possess a valid State of Utah Driver's License; and Some incumbents may be required to possess a commercial driver's license (CDL).

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.